



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

MEMORANDUM

DATE: September 3, 2004  
TO: County Clerks  
FROM: Michigan Department of State  
Bureau of Elections  
SUBJECT: Preparation for November 2, 2004 General Election

The following items and information are being provided in preparation for the administration of the November 2, 2004 general election:

- 1.) ***Notice of Call of Election:*** Please send a copy of the notice to all city and township clerks.
- 2.) ***Official candidate listing:*** A number of significant changes have been made since the unofficial candidate listing was released. Do not fail to verify all candidate names, offices and office terms against your general election ballots!
- 3.) ***Political party vignettes:*** Provided for production of general election ballots.
- 4.) ***Statewide proposals:*** Two statewide proposals are qualified to appear on the general election ballot. The official ballot wording prepared for the two proposals is provided.
- 5.) ***Ballot instructional language:*** Provided for production of general election ballots. The enclosed instructional language must be used without alteration. (If any alterations are desired for any reason, contact Amy Shell of this office.)
- 6.) ***Ballot proofing procedures:*** Explains the procedures for ensuring the accuracy of your ballots. **Two copies of each type of ballot used in the county must be sent to the Bureau for approval as to form.** While we review the ballots you send to the Bureau to confirm that they are in the proper form, we do *not* proof the names of the candidates appearing on the ballots. Proofing the names of the candidates appearing on the ballots is the responsibility of the County Election Commission.

If you have any questions, please feel free to contact this office. Phone: (517) 373-2540.